

Guidelines for Filing the STAM Application Form

Before you begin filling out the application on <https://stam.iicdelhi.in>, please **read these instructions** and **keep all required information and documents ready**. This will help you complete the process efficiently by simply **copying and pasting the text** and **uploading the necessary files**.

Tips for Smooth Submission

- Please review the STAM form carefully and get the content ready on your system to avoid any data loss while filling the form online.
- Write the content in the Word editor in advance and copy the content from the Word editor and paste it into the STAM form online.
- Check the character count of each response as specified in the STAM form online.
- Scanned or photographed documents and images (in the correct file format and size)
- Ensure all required documents are scanned or saved in the correct format and are under **1MB** in size. Accepted formats are **JPG, PNG, JPEG** (except proposer documents, which may be PDFs).
- **Please ensure to clear your system browser history in case you frequently face errors related to the OTP or while submitting the STAM form**

Prepare Before You Start

1: Text Information to Be Entered

Please draft the following entries in a text editor, keeping within the specified character limits. You can then copy and paste them into the relevant sections of the online form:

1. **Academic Background** (*Max 500 characters*)
 - Brief summary of your educational qualifications and achievements.
2. **Professional Experience** (*Max 500 characters*)
 - Key professional roles and experience highlights.

3. **Memberships in Key Academic/Professional/Other Organizations**
(Max 200 characters)
 - Mention notable memberships or affiliations.
4. **Publications / Achievements / Distinctions / Honors / Awards** (Max 1000 characters)
 - List significant recognitions or contributions.
5. **Clubs / Cultural / Social Organizations (India or Abroad)** (Max 500 characters)
 - Relevant memberships in social, cultural, or club activities.
6. **Statement of Purpose for Seeking Membership in the IIC** (Max 1500 characters)
 - Clearly express your motivation and what you hope to contribute.
7. **Important Positions held in the past 10 years** (Max 300 characters)
8. **Qualification**
 - Academic (Max 500 characters)
 - Professional (Max 500 characters)

2: Documents to Be Uploaded

Ensure all documents are scanned or saved in the correct format and are under **1MB** in size. Accepted formats are **JPG, PNG, JPEG** (except proposer documents, which may be PDFs).

Mandatory Uploads:

- Applicant's Photo
- Applicant's Signature
- Self-attested Copy of Applicant's Aadhaar
- Proposers' and Seconders' Recommendation Letters / Emails / Supporting Documents (in **PDF format**).

[Please click here to see the sample of Recommendation from Proposer & Seconder for STAM Applicant.](#)

If applicable:

- Spouse's Photo
- Spouse's Signature
- Self-attested Copy of Spouse's Aadhaar

Add-on Information:

- Annexure document, if any additional information to be provided

Helpline Numbers: The Helpline will be available during working hours 10am to 06pm (IST) Monday to Saturday (except gazetted holidays and third Saturday)

Level 1: 011 - 24609491

Level 2: 011 - 24609492

Level 3: 011 - 24609493